



FORESTRY TECHNICIAN I

CHARACTERISTICS OF WORK:

This is work involved in protecting, reforesting, and inventorying timberlands in accordance with Mississippi Forestry Commission regulations. Incumbents in this classification contact landowners giving advice on proper forestry management practices such as tree planting, timber stand improvement, and establishment of fire lanes. The work also includes assisting suppression crews when needed to control forest fires and assisting landowners in the management of their timber and in reforesting lands. The work is performed under the general supervision of a forester, and supervision is exercised over specified Forestry Commission employees in lower classifications.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

An Associate's Degree from an accredited two-year college in Forestry.

OR

Education:

Completion of sixty (60) semester hours of college course work from an accredited college or university in Forestry.

Required Document:

Applicant must submit a copy of his/her official transcript to verify completion of required course work, if applicable.

Applicant must possess a valid Mississippi Driver's License.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or to the left and right while eyes are fixed at a given point.

Depth Perception: Three dimensional vision, ability to judge distances and spatial relationships.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color: Ability to identify and distinguish colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others.

Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Communication: Shares information in writing or verbally.

Concisely and correctly answers questions and/or explains or conveys information to the public, agency, co-workers, and other entities. Asks appropriate questions to gain information needed to assist the public or provide information to the public (landowners), agency personnel (e.g., personnel inside agency, outside agency, other state agency personnel), or other entities. Participates effectively in meetings, seminars, and training sessions. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Appropriately documents information using tools such as: letters, e-mails, reports, memoranda, etc. Communicates information in a courteous manner without invoking anger. Knowledgeably refers issues to appropriate agency or other personnel. Promotes and assists in conducting educational and informational programs.

Time Management: The ability and willingness to perform work within defined specifications and time lines and to manage conflicting priorities.

Effectively manages workload to complete multiple tasks. Works independently resolving all tasks timely. Researches and finds solutions using all available informational resources. Effectively utilizes resources such as time, equipment, supplies, travel, etc. Makes appropriate choices or exercises sound judgment for a variety of circumstances. Exercises appropriate level of professional curiosity based on information obtained. Follows orders. Adapts appropriately to a variety of situations and surroundings.

Professional Maturity: Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Is able to assess the situation and appropriately respond. Exhibits the attributes of confidence, assertion, tolerance, patience, and empathy at the appropriate time in stressful or high-pressure situations. Manages conflicts and defuses situations. Knows when to refer an issue to the appropriate level. Aligns personal behavior with agency standards. Continuously assesses work unit for areas of improvement and suggests changes for continuous improvement. Responds appropriately to supervision and administrative decisions. Is able to work under and with authority and accepts decisions. Takes initiative to accomplish stated and unstated goals. Maintains appropriate standards of professionalism and only provides information within authority.

Mentoring or Training: Watches over, assists with work of, and determines the training needs of co-workers. Utilizes appropriate methods for training.

Mentors or otherwise assists co-workers as assigned helping them to improve their knowledge, skills, and abilities. Develops co-workers' skills and encourages growth. Facilitates co-worker learning. Fosters a positive attitude. Participates in job training programs (On the Job Training). Shares knowledge and wisdom with less experienced employees.

Equipment/Mechanical: Operates and maintains equipment following proper safety guidelines.

Is proficient in using computer hardware and software to complete assigned tasks, meet agency goals, and produce required products. Operates and maintains a variety of equipment in working to extinguish forest fires, including but not limited to, motorized vehicles, tractors with accessory grounds maintenance equipment, all

terrain vehicles, heavy equipment, winches, boats, traps, motors, etc. Possesses the mechanical ability to work on equipment. Possesses knowledge of GPS equipment.

Forestry: Maintains a commitment to protect, reforest, and inventory timberlands in accordance with MS Forestry Commission regulations.

Maintains an "on-call" schedule at the discretion of the Forestry Commission. Possesses the ability to be flexible and adjust schedule as needed. Possesses and maintains a working knowledge of information regarding proper forestry management practices. Contacts and works with landowners giving advice on proper forestry management practices and on methods to improve and protect their forest investment. Possesses the ability to lay out timber sales (marking or cruising). Lays out stream management zones.

Fire Suppression: Participates in the prevention and suppression of forest fires.

Scouts to identify the resources needed to successfully extinguish fires. Operates trucks, tractors, and hand tools. Analyzes fire reports and maintains records. Maintains status as a Certified Prescribed Burner.

Safety: Ensures safety regulations are enforced.

Performs safety inspections. Ensures safety at all fires. Conducts safety meetings.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Assists in establishing plans for the management of forest lands and forest resources.
2. Performs duties associated with the development, maintenance, and protection of forest lands.
3. Assists landowners of private and public lands in the management of their timber and in reforesting land.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Assists Forester in accomplishing objectives and plans of the department's work program.

Contacts and works with landowners, giving advice on proper forest management practices and on methods to improve and protect their forest investment.
Checks public land sales; assists in timber inventory and timber marking; and supervises sales work.

Assists in insect and disease recommendations.

Operates Global Positioning System Equipment.

Assists in prescribed burning and management of public and private lands.

Assists suppression crews on fires as needed.

Performs needed work on buildings, grounds, fences, and other structures.

Prepares detailed forest management plans for public and private landowners, including the ability to read maps and aerial photographs, traverse property, draw maps, and calculate acres.

Inspects timber cutting on public lands for violations of the timber sale contract.

Assists private landowners in rehabilitation of unproductive land.

Takes seedling applications; helps distribute seedlings; and takes care of seeds and seedlings.

Trains and supervises planting crews to ensure that proper planting techniques are followed and keeps them supplied with seedlings.

Conducts safety meetings.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.